

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

808

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF GENERAL SERVICES

Design and Approval

AGENCY

DIVISION

Item No.	Description	Retention
	<u>SUPERSEDES SCHEDULE NO. 99, ITEMS 4, 6 and 14, DATED OCTOBER 1954</u>	
1.	<u>REVIEW SETS OF DRAWINGS</u> Project drawings submitted by the outside consultant or in-house team to the Division of Design and Approval for review and approval. There are five submittals of drawings: Schematics 50% of Design and Development Stage 100% of Design and Development Stage 50% of Construction Documents Stage 100% of Construction Documents Stage The Division of Design and Approval receives approximately six sets of drawings for each submittal.	Retain one official copy of each review set submittal until completion of the project, then destroy. Destroy all convenience sets of a submittal upon its approval.
2.	<u>PROJECT FOLDER FILES</u> Consists of memos from each involved Design and Approval team member with his comments pertaining to the corrections to be made on each submittal of design drawings. A file is maintained by each project administrator for those projects he is supervising.	Retain until project is completed, then destroy.
3.	<u>CONTRACT PLANS FILE</u> Final DGS approved design drawings of a project, submitted by the outside consultant or in-house team, which form part of the contract documents.	Retain until reception of as-built tracings on micro-film, then destroy.
4.	<u>AS-BUILT TRACINGS</u> DGS record copy of the plans of the project as actually constructed.	Retain in some form permanently.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

6/26/80 *H. Phance* *Principal Architect*
Date Signature Title

Date

State Archivist

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5.	<p><u>CONTRACT SPECIFICATIONS</u></p> <p>Specifications consist of data complimentary to architectural and engineering drawings. This file contains the record copy of contract specifications for each project administered and supervised by the Department of General Services.</p> <p>The contract specifications for a project frequently include addenda - forms of clarification amending or interpreting the Contract Document issued by the architect prior to the receipt of bids.</p> <p>Agency programs, otherwise held in the A/E file, might also be included in this file, if bulky.</p> <p>The Contract Specifications together with the Contract Plans are the essential elements of the Contract Documents for a project.</p>	Retain permanently.
6.	<p><u>PROJECT-RELATED CONVENIENCE FILES</u></p> <p>Duplicates of project-related correspondence, specifications, drawings, equipment brochures, studies, etc., maintained by DGS architects and engineers as their own personal convenience files. The official departmental copies of these records are maintained in the appropriate official DGS files.</p>	Retain until completion of design stage of a project, then destroy.
7.	<p><u>MASTER PLAN TRACINGS</u></p> <p>Original velum tracings of master development plans for colleges, universities, mental hygiene facilities, correctional facilities, etc. While mainly for site, for some institutions there are also master plans for electrical, water and sewage, steam distribution, storm drainage, traffic and parking, etc.</p>	Retain permanently.
8	<p><u>MASTER PLAN PRINTS</u></p> <p>Prints rendered from the master plan tracings.</p>	Retain until Master Plan Tracings from which they are derived are updated, then destroy.

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9.	<p><u>MASTER PLAN BROCHURES</u></p> <p>Documentation to the Master Plan Tracings for colleges, universities and other state institutions, created by a consultant under contract to the Department of General Services.</p>	Retain permanently.
10.	<p><u>LIFE CYCLE COST ACCOUNTING WORKBOOKS</u></p> <p>According to the Procedure Manual for Professional Services (Division 1, par. 24), Life Cycle Cost Accounting is to be performed by the A/E for all DGS construction projects estimated to cost \$25,000 or more. This requirement became effective on March 1, 1979.</p> <p>The Life Cycle Cost Accounting Workbook is to be completed by the A/E and submitted to DGS, forming a part of the contract documents.</p>	Retain for twenty (20) years after completion of project, then destroy. (New Record-Review Retention Period Every Five (5) Years.)
11.	<p><u>MONTHLY PROGRESS REPORT OF DGS - OFFICE OF ENGINEERING AND CONSTRUCTION (OEC)/PDMS REPORTS</u></p> <p>A composite report which gives the status of completion of all DGS supervised projects except for those designated as Short-Form Contracts. A project could be in any stage from funding or initial program to the final acceptance by the State of the completed project.</p> <p>As of July 1, 1980, the above-mentioned report will be superseded by the PDMS (Project Development Management System) report. For each project there will be a monthly computer printout report including extensive information as to progress made during the design phase up to the date of bidding. Copies of this report will be submitted to the Office of the Secretary (DGS), the using agency, and the project administrator.</p>	Retain Monthly Progress Reports for five (5) years, then destroy. Retain one (1) official copy of each PDMS Report until completion of project, then destroy.

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	<p style="text-align: center;"><u>COST CONTROL CENTER</u></p> <p>12. <u>DEPARTMENT OF STATE PLANNING ANNUAL CAPITAL BUDGET PROJECT REQUESTS</u></p> <p>Official DGS file for the following three Department of State Planning (DSP) forms: Annual Capital Budget Project Request, Five-Year Capital Program/Summary of Agency Project Requests, and Five-Year Capital Program/Supporting Data for Future Capital Projects (Forms A, B and C). The Department of General Services requires these records in order to assist the State agencies, and the Departments of State Planning and Budget and Fiscal Services with the development of valid cost estimates and programs for present and future state-administered projects.</p> <p>This file also includes back-up material such as plat plans, program material, justification, listing of equipment, and various descriptive materials.</p> <p>13. <u>A/E SUBMITTALS</u></p> <p>As required by the Procedure Manual for Professional Services, the forms described below are submitted by the A/E (Architects/Engineers - outside consultants) at the following stages of the design phase of a project: Schematics, Design Development, and Contract Documents. These forms provide DGS with significant technical and cost information concerning a project in order to assist DGS in its role of project supervision and administration. These records are also filed in the A/E file:</p> <p>A. <u>Cost Estimate Worksheet (DGS Att. #3)</u></p> <p>Contains the estimated cost for the construction of a project - both itemized and total.</p> <p>B. <u>Summary - Areas, Volume and Efficiency (DGS Att. #18)</u></p> <p>Includes computations as to the percentage of a building's gross area which can be assigned directly to a program and its occupants.</p>	<p>Retain for fifteen (15) years, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p>

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	<p>C. <u>Job Description Sheet (DGS Att. #13)</u></p> <p>Contains a brief description of the construction project and a list of the types of systems and materials to be used in the various elements of the project, such as foundations, floors, exterior walls, mechanical system, etc.</p>	<p>Retain permanently.</p>
14.	<p><u>BOARD OF PUBLIC WORKS DGS AGENDA</u></p> <p>Lists the DGS Contract Awards, Change Orders, A/E Appointments, etc. which are to be approved or disapproved by the Board. These records are referred to by the Cost Control Center for maintaining the Project Record Cards, analyzing project costs, and reviewing Annual Agency Capital Budget Project Requests. The official DGS copies of these agenda are maintained by the Contract Services Office.</p>	<p>Retain for fifteen (15) years, then destroy.</p>
15.	<p><u>PROJECT RECORD CARDS</u></p> <p>A continually updated card exists for each project on which is recorded comprehensive historical and statistical data including information concerning progress, delays, costs, etc. through all stages from funding, through Program, A/E Procurement, Design, Construction, etc. These original records, kept solely in the Cost Control Center, are readily available to DGS Office of Engineering and Construction personnel for the rapid retrieval of information.</p>	<p>Retain permanently.</p>
16.	<p><u>MONTHLY PROGRESS SCHEDULE (DGS Att. #2)</u></p> <p>Monthly submittal by A/E, as directed under the terms of the agreement with the State, indicating his progress with the design and bidding of a project. The requirement for this submittal is terminated with the award of a construction contract.</p>	<p>Retain for six (6) months, then forward to A/E file.</p>

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	<u>SURVEY SECTION</u>	
17.	<u>MASTER MAPS</u> Small-scale DGS survey maps (1" = 100' to 1" = 400') in ink on linen that cover an entire institution such as Spring Grove Hospital Center, Rosewood Center, etc. These 30" x 42" sheets are periodically updated to reflect any site changes such as new buildings, parking lots, utility lines, etc.	Retain each map until replaced by a new updated one and until microfilmed, then destroy. Retain microfilmed copy permanently.
18.	<u>FIELD SHEETS (TOPOGRAPHICAL SURVEY SHEETS)</u> Large scale DGS survey maps (1" = 40' or 1" = 20') in pencil on linen or mylar which usually include just one portion of an institution's grounds. These 24" x 30" sheets show all information as surveyed such as topography, utilities and buildings, and are periodically revised to reflect site changes.	Retain permanently.
19.	<u>FIELD BOOKS</u> Contain the notes taken during the surveys, and are referenced together with the field sheets and computation folders.	Retain permanently.
20.	<u>COMPUTATION FOLDERS</u> Provide the N/S, E/W coordinates and the elevations of points located on the field sheets.	Retain permanently.
21.	<u>BOUNDARY SURVEY SHEETS</u> Drawn up by private surveyors contracted by the State of Maryland to survey the boundaries of new land purchased by the State or State-owned land being transferred from one agency to another. DGS has these survey sheets microfilmed soon after reception.	After microfilming, destroy. Retain microfilmed copy permanently.
22.	<u>QUAD SHEETS</u> 253 small-scale maps (1" = 2000') which together cover the State of Maryland. These 22" x 34" topographic maps, distributed by the Department of the Interior's Geological Survey, are used for computing drainage areas, the location of property, etc.	Retain each map until a new updated one is received, then destroy.

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23.	<p><u>HORIZONTAL AND VERTICAL CONTROL SHEETS (ISSUED BY U. S. COAST AND GEODETIC SURVEY</u></p> <p>Provide descriptions, elevations, and N/S, E/W coordinates of points within a specific region of the State. These sheets are updated as new information is received.</p>	<p>Retain each sheet until new updated one is received, then destroy.</p>